

New Support Payment Processing System

The State of Wisconsin implemented a new support payment processing system in January 1999, in response to federal law changes and a desire to enhance efficiency. The new system was created with the passage of the 1997 Wisconsin ACT 191, Section 25.68 and established the Wisconsin Support Collections Trust Fund (WI SCTF).

Required Information

Please check to make sure that your Employer Withholding List/Coupon contains:

Information about your company:

- Company Name
- Your company's KIDS Employer ID Number

Information about each employee:

- Withholding Date - the date you withheld the support obligation amount from the employee's wages.
- Employee's name - first name, middle initial and last name
- Employee's KIDS PIN and SSN
- Payroll Frequency - the frequency with which you pay employee wages (e.g. weekly, bi-weekly, monthly, etc). Codes for the frequency types are:

<u>Frequency</u>	<u>Codes</u>
Monthly	1
Semi-Monthly	2
Bi-Weekly	3
Weekly	4
Other	5
(use "other" for commissions, bonuses, etc)	

- Gross Income - includes all income sources considered gross income under IRS rules, including wages, salaries, tips, commissions and bonuses. When calculating the child support obligation, gross income includes worker's compensation or other personal injury awards

intended to replace income; unemployment compensation; income continuation benefits; Social Security Disability Income (SSDI) payments; voluntary deferred compensation; military allowances and veteran benefits; lottery winnings; and undistributed income of a corporation in which the payer has an ownership interest sufficient to individually exercise control or to access earnings of the business. It also includes employee contributions to any employee benefit program or profit-sharing and voluntary contributions to any pension or retirement account whether or not the account provides for tax deferral or avoidance.

- Amount Withheld - the total support amount you withheld from the employee's wages. If an employee has more than one support order, add the amounts together and list the total amount.

Withholding List Changes Coupon

Complete and return the change list/coupon noting any changes that should be made.

- **If your business address is incorrect**, please indicate this by marking an "X" in the "Address Change" box. Write your correct address on the face of the Employer Withholding List/Coupon.
- **If you do not want to receive this list** because you plan to generate your own Employer Withholding List/Coupon, mark an "X" in the "Discontinue Lists" box.
- **To add an employee** to your Employer Withholding List/Coupon because you have received an Income Withholding Notice for an employee whose name is not on the list, add his/her name and the related data (KIDS PIN and SSN) to the "Added Employee Table" on the section labeled "Withholding List Changes Coupon." You must also complete the Payroll Frequency, Gross Income, Amount Withheld and Date of Withholding for the added employee. Your next month's withholding list/coupon

should have the new employee's name and information.

- **If you currently receive the Employer Withholding List/Coupon for one employee**, you should create your own list/coupon for an additional employee. Your list/coupon should include the same required information as the Employer Withholding List/Coupon, see "Required Information." The following month, you will receive an Employer Withholding List/Coupon that includes both employees' names.
- **To remove an employee name** from your Employer Withholding List/Coupon mark an "X" in the "No Longer Employed" box. If known, please write the employee's termination date directly below the employee's name. **Do not remove if the employee is temporarily laid off, receiving worker's compensation/disability or is a seasonal worker and will return next season.**

Commonly Asked Questions

Q Should I show separate amounts for each obligation for an employee if that employee has more than one income withholding order/notice?

A. No, just indicate the total amount withheld for each employee. Do not list an employee twice even if they have more than one obligation or more than one withholding order/notice.

Q What if I don't have the employee's KIDS PIN number or my Employer ID Number? Where do I find it?

A. The employee's KIDS PIN and your Employer ID Number are on the Income Withholding Notice/Order you received. Your Employer ID Number is also on the Employer Withholding List/Coupon. You may call the your local child support agency to obtain either number.

Q. Why do I have to submit gross income and payroll frequency? Can I submit this information just once?

A. Gross income is required so that child support will be paid before any other obligations owed by your employee (e.g. birth costs, unpaid support, fees). If your employee has more than one court order, the gross income is needed for calculating the support amount for each order. This is required by statute (Section 767.265 (3h) Wis. Stats.). To calculate the payment correctly, the payroll frequency is required.

This information is needed with every payment because in many cases the gross income amount fluctuates. Payroll frequency can change if bonuses and commissions are paid. KIDS, the child support computer system, does not retain the gross income information or payroll frequency information. Checks and list/coupons are electronically scanned. Each day the WI SCTF receives 20,000 payments totaling an average of \$3 million.

Q. What if the parent doesn't have enough money to pay the entire obligation?

A. You should withhold only up to the limits specified in the federal Consumer Credit Protection Act (CCPA). The CCPA limit varies with the number of families the payer is supporting, and is higher for payers who owe past-due child support (arrearage). The income withholding order/notice you receive will note the CCPA limit for each employee. The employee is still responsible for any difference between the CCPA limits and the court orders and may voluntarily agree to have the full amount withheld. CCPA limits are a percentage of an employee's disposable income. Disposable income is that part of the earnings of the employee remaining after deduction of federal, state, and local withholding taxes, and Social Security taxes. Deductions for Individual Retirement Accounts (IRAs), medical expense accounts, etc. do not reduce disposable income.

Mailing Your Payments

Mail your check (made out to WI SCTF) along with your list/coupon to:

**Wisconsin Support Collections Trust Fund
(WI SCTF)
Box 74400
Milwaukee, WI 53274-0400**

- Make sure the check amount equals the total amount on your list/coupon.

Reminder:

State law requires employers to mail payments within five days of the withholding date.

More Information

- For more information about your list/coupon, please call the WI SCTF, weekdays 7:30 AM – 6:00 PM, at:

1-877-209-5211 (toll free) or
414-615-2581 (Metro Milwaukee)

- For information about electronic funds transfer, please call the WI SCTF at:

414-615-2422

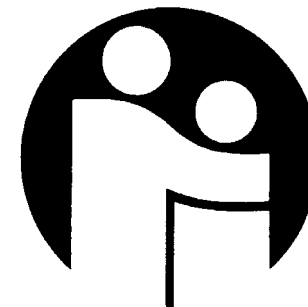
For questions about calculating the amount to withhold, contact the county/tribal child support agency (listed in the phone book under "county government" or tribal name) that issued the income withholding notice/order. The brochure *Employers' Guide--How To Compute Child Support Income Withholding* is also available.

- Information is also available at:

< www.dwd.state.wi.us/bcs/employer.htm >

DES-11743-P (N. 09/99)

Employers' Guide



How to use

Child Support EMPLOYER WITHHOLDING LIST/COUPONS

➤ Required Information

➤ Withholding List Changes
Coupon

➤ Commonly Asked Questions

➤ Mailing Your Payments

➤ For Additional Information

**Wisconsin Bureau of Child Support
PO Box 7935
Madison, WI 53707-7935
608-266-9909**